

Emergency Housing and Assistance Program (EHAP)

Tips to Ensure Easy Processing of Your RFD



Be sure that:

- You attach an adding machine tape to support all calculations. A computerized spreadsheet total is acceptable.
- You submit the RFD with original signatures of both your Fiscal Officer and Executive Director on Page 1.
- The requested amounts are consistent from page to page and are rounded to the nearest dollar.
- You provide sufficient detail on Page 3 of the RFD. Itemize the specific bills paid (or percentages thereof) for which you are requesting reimbursement from your EHAP grant. Identify the period covered by each bill (e.g., counselor Joe Doe's salary for June 1 – 15, 1999, water bill for April 13 – May 12, 1999.)
- Your request includes costs incurred after the effective date of your contract. Similarly, make sure your last RFD only includes costs incurred up to the expiration date of your contract.
- Your RFD includes expenditures that are eligible per your contract and the EHAP regulations.
- You submitted the Vendor Data Record to the Department with your signed contracts. If you did not submit the form at that time, or if any of the information has changed, submit a newly completed Vendor Data Record form with your RFD. See Appendix C of your manual for the form.
- You submit a copy of your Certificate of Liability Insurance with each disbursement request.
- You submit a Semi-Annual Report (SAR) for all requests other than an Advance Request.
- Please contact Susan Porter for any questions regarding the draw down procedures at (916) 322-6092 or Sporter@hcd.ca.gov